



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: OFFICIAL RECORDS SPECIALIST I

GENERAL DESCRIPTION OF DUTIES

Under close supervision, the purpose of this position is to perform entry level clerical work in support of Clerk & Comptroller Official Records functions. Employees in this classification may be responsible for various administrative duties such as answering phones, processing mail, data entry, filing and other duties as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provides customers with assistance by phone for general inquiries, navigating online services and routing calls to appropriate team member, department, or agency

Receives, screens, sorts, processes, and routes incoming mail, expedited packages and deliveries to appropriate functional area, department or agency

Sorts and assembles documents for outgoing mail

Maintains filing systems in both alpha and numeric formats as directed

Performs limited data entry

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

